



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 1, 1977	1. Agency Address Augusta Area Technical School Student Personnel Services Veterans Affairs Office 2025 Lumpkin Road Augusta, GA 30906	Application Number <b>77-482</b>	
Application Number SPS-3		Date Received NOV - 7 1977	Date Completed DEC 12 1977
2. Person to Contact Beverly A. Roberts		Working Title Assistant Coordinator/Registrar	Telephone Number (404) 798-4343
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1961	Latest to date	5. Records Series Title (followed by title used in office; if different) Student Veterans Administration Benefits File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The function of the Veterans Affairs Office is to maintain active records on each student who is receiving Veterans Administration benefits and to counsel with and advise these students regarding their VA benefits. The office is also responsible for notifying the Regional Veterans Administration Office in Atlanta of any changes the student makes in his course of study.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: advising students who are receiving Veterans Administration benefits.  Included are: copies of VA enrollment certifications, attendance cards, and DD 214 (military record). The file also contains copies of related documents and correspondence.  File is arranged: alphabetically by students last name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>300</u> ; Seven to twelve months old <u>300</u> ; Thirteen to twenty-four months old <u>250</u> ; twenty-five months and older <u>75</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? VA Regional Office, Atlanta, GA
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Rights of Parents & Students, Title 45, Part 99
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Original in Atlanta at VA Regional Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	While enrolled years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

File is used only during period of student enrollment for advisement purposes.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area until student graduates, withdraws, drops, or is suspended from school; then post VA claim number to permanent record card; then destroy paper copy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Jack B. Patrick	11-14-77	Beverly A. Roberts	11-14-77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	12-12-77
		Secretary of State/Designee	12-6-77
		Attorney General/Designee	12-12-77